

Air War College Distance Learning (AWC DL) Examination Instructions

Introduction: AWC DL students are evaluated using a variety of comprehensive, written, on-line exams via AU Blackboard. These tests are a mix of closed-book, proctored exams and open-book, un-proctored exams. The base testing office is the primary location for proctored tests to be administered.

The student must coordinate with the testing office to arrange a schedule for proctored tests. The base Testing Officer should plan test administration to minimize disruption to both AWC exams and other testing. All AWC proctored exams require a computer with an internet connection. All proctored tests are closed-book.

AWC Distance Learning Course and Test Flow:

Course	Test Monitor Required?		Monitored Examinations	
	No	Yes	Duration	Rules
Student Orientation	X			
Elective: Non-language		X	2.5 hrs	<ul style="list-style-type: none">• Closed-book• Closed-notes• The only open internet tab allowed is to Blackboard
Elective: Rosetta Stone	X			
Foundations of Strategy	X			
International Security Studies (for students in version 17.4)	X			
National Security and Decision Making (for students in version 17.3)	X			Course Closed. Anyone who did not complete this course by 29 Feb 2012 should have been transferred to version 17.4
Global Security (for students in version 17.3)		X	3 hrs	<ul style="list-style-type: none">• Course Closing on 31 Aug 2012• Closed-book• Closed-notes• The only open internet tab allowed is to Blackboard• Students will write answer in Word and upload to Blackboard• Anyone who has not completed this course by 31 Aug 2012 will be transferred to version 17.4

Warfighting (Joint Military Operations)		X	4 hrs*	<ul style="list-style-type: none"> • Closed-book • Closed-notes • The only open internet tab allowed is to Blackboard • Students may write answers in Word and copy/paste to Blackboard. • Students may print the scenario (if the capability exists), but must destroy it when test is submitted
Joint Strategic Leadership - Personal Development Plan	X			
Joint Strategic Leadership - Simulation	X			

* The test is designed to take 3-hrs, but the timer is set to 4-hrs to allow time for technical issues.

Student Responsibility:

- The primary location for proctored tests is the Test Control Facility (TCF) at their base.
 - A student may use any TCF that is convenient for them. However, students should be aware that many TCFs are CAC-only, so special arrangements may be required to log onto a computer if that TCF is not their assigned base.
 - If no TCF is nearby or if it is unsafe to go to a TCF (such as in some deployed locations), students may request permission to use an alternate, individual test monitor. Students can find instructions on requesting an individual test monitor by logging into Blackboard and going to the Student Orientation course > Using AUSIS > How to request an individual test monitor. If you are using an individual test monitor you may skip steps 2 & 3.
- The student must ensure they have selected the correct TCF before scheduling their examination. To find instructions on how to correctly set your TCF, log into Blackboard and go to Student Orientation course > Using AUSIS > How to change your TCF
- The student must authorize their TCF as their test monitor. To find instructions on how to correctly set your TCF, log into Blackboard and go to Student Orientation course > Using AUSIS > How to make your TCF your test monitor
- Students must coordinate with their TCF (or individual test monitor) to schedule time to take the examination. Some test centers have a method for the student to request testing via an on-line request.
- The monitored exams are timed. Students must Save and Submit before the time runs out.
 - This Test will save and submit automatically when the time expires. Warnings appear when **half the time, 5 minutes, 1 minute, and 30 seconds** remain.
- If answering the test directly into Blackboard, a student should "Save all Answers" frequently. If you are working in Word, keep a close eye on the test timer and make sure you submit your test before

time is up. We recommend using Word so you have a backup in the event of technical issues (the TCF is authorized to keep a copy of your exam).

7. All monitored tests are closed-book. This means no books, notes, smart phones, or tablets may be brought into the TCF. No internet access other than for the test itself. No internet tabs other than the single tab for Blackboard may be open.
8. Do not navigate away from the test; the test will lock them out and the test monitor will need to re-enter the password. If there are technical issues during the test, students should ask the TCF to contact Student Support (DSN 493-6093, 334-953-6093, or awc.dl@maxwell.af.mil) immediately. If emailing, use the subject "Test in Progress". We will work with you to resolve the issue.
9. Once done, students should review their answers for completeness and, when ready, 'Save and Submit' which will close the exam and submit it for grading.
10. When the test is successfully submitted, Blackboard will show a screen saying the test has been submitted for grading.

Test Monitor Responsibility:

1. Provide a computer with internet connectivity and a date and time for the student to take proctored tests. The student should be allowed the entire time called for by the test. This means the TCF should allot extra time to allow for setting up, logging in, and entering the password. TCFs have no responsibility for non-proctored tests.
2. Check AUSIS for the password required to unlock the exam. This will be in an entry in the "Students Awaiting Tests" report which will display the student's data and the "Unlock Code" which is the same as a password. If the TCF is unable to locate student in AUSIS they should contact AWC Student Support (DSN 493-6093, 334-953-6093, or awc.dl@maxwell.af.mil). If the need is not time critical, please use email. Email should be answered within 2 business days.
3. General rules for all tests:
 - If asked, provide pencil and scratch paper for the student to use during the exam and collect the scratch paper after testing and destroy any notes.
 - All monitored tests are closed-book. This means no books, notes, smart phones, or tablets may be brought into the TCF. No internet access other than for the test itself. No internet tabs other than the single tab for Blackboard may be open.
 - Students will log into Blackboard and click on the exam in the course they are testing for. A new screen will appear telling them the test rules and they will click "Begin" at the top or bottom of the screen. Blackboard will then ask for a password. The TCO will enter the code and the test will begin.
 - Students may not navigate away from the test. If they do, the test will lock them out and the test monitor will need to re-enter the password. If there are technical issues during the test, students should ask the TCF to contact Student Support (DSN 493-6093, 334-953-6093, or awc.dl@maxwell.af.mil) immediately. If emailing, use the subject "Test in Progress". We will work with you to resolve the issue.

- During testing, the student should click “Save all Answers” frequently and keep a close eye out for the time warnings, especially if they are working in Word, to make sure they submit the test before time is up

4. Test rules for:

- **Electives:**
 - The elective exam should be scheduled for 2.5 hours
 - The test for the Rosetta Stone elective is not monitored, so if a student tries to schedule a Rosetta Stone test please ask them to re-read the test instructions on Blackboard
- **Global Security:**
 - The Global Security exam should be scheduled for 3 hours
 - The Global Security exam expects the student to upload a Word, Text, or text-based PDF document (.doc, .docx, .pdf, or .txt). Therefore the students must write their answer in a word processor or text editor rather than directly into Blackboard. If the TCF cannot provide this capability they must notify the student so they can obtain an approved, individual test monitor
- **Warfighting:**
 - The Warfighting exam should be scheduled for 4 hrs. The exam itself should only take 3 hrs, but many students are running into issues with slow or intermittent connectivity. We have allowed an extra hour to allow time for trouble shooting before the test closes.
 - The Warfighting exam expects the answers to each of the questions to be entered in the blanks following each question. The student may type directly into the blank, but we recommend the student work their answer in Word, if possible, and copy/paste into the test.
 - The Warfighting exam will randomly pull a scenario for the student to use to answer the questions. The scenario is contained in three documents: INTSUM, OPREP-3, and Warning Order. Students may print the scenario for use in this test. The TCF may also store hard copies of the scenarios as long as they are kept where no student can access them; be careful to ensure the hard copy scenario provided to the student matches the one in the test.

5. Maintaining test integrity

- When the student has successfully submitted the test, the TCF should ensure all electronic copies of the test are deleted and all hard copy is destroyed or stored in a location the students cannot access.
- If the TCF believes there were issues in submitting the student’s test, they may keep the electronic copy (password protected) until they are confident the test was successfully received by AWC, then the copy must be destroyed.

6. Should problems occur during testing which cannot be resolved by following these guidelines, or if test time is lost due to technical issues, contact Student Support at DSN: 493-6093/5633/5741 (commercial (334) 953-xxxx) or awc.dl@maxwell.af.mil. If using email, the subject should be “Test in Progress”.

Troubleshooting

- The most common problems during Blackboard testing are severe lag while trying to type directly into the test and inability to copy/paste from Word into Blackboard.
- Workarounds for lag while typing into Blackboard
 - Cause: poor or unstable internet connection
 - Resolution:
 1. We have added an extra hour to the test to compensate for time lost
 2. Have the student write their answer in Word and copy/paste the answers into Blackboard
- Workarounds for copy/paste issues
 - Cause:
 1. Blackboard only supports cntl-c / cntl-v. Using right-click and selecting from the popup menu is hit-or-miss.
 2. Poor, slow, or unstable internet connection
 3. Out-of-date Java software
 - Resolution:
 1. Have the student use cntl-c / cntl-v
 2. Have the student quit out of Blackboard and the Internet explorer and then log back in. This often clears the issue
 3. If neither work, email the student's test (preferably in Word or text-based PDF) to awc.dl@maxwell.af.mil with an explanation of what happened.